



Commander, Navy Installations
Base Operating Support

ACTIVITY-BASED COSTING

DATA COLLECTION TOOL (DCT)

Part V ACTIVITY DRIVER QUANTITY USERS GUIDE

Version 1.0

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ACTIVITY DRIVER QUANTITY ASSIGNMENTS

PURPOSE

- 1.1 The purpose of the Activity Driver Quantity Assignment is to collect metrics relating to particular activities and customers. For example, the collection of the # of *Berth Days* pertaining to each ship/submarine (the “customers”) each month will occur.
- 1.2 If users are performing this assignment immediately following another assignment, they do not need to log out. Instead they may click on **Assignment** and then **Driver Quantity (A)** on the DCT navigation menu located on the left-hand side of the screen.
- 1.3 Only those personnel who have been given access to this assignment will see these additional menu items in the DCT. Designated personnel have been identified by program managers to make the activity driver quantity assignments in the DCT. The ABC Project Team will contact personnel who are required to complete this assignment for the initial establishment of drivers within the DCT.



INITIAL ACTIVITY DRIVER QUANTITIES ASSIGNMENT

- 1.4 The first time a user accesses the **Activity Driver Quantities Assignment** menu item, a screen similar to the following will appear with zeros beside each customer. If no customers appear in the list, the user must click the **Select/Deselect Customers (C)** button to add new customers.

Customers	Assignments
C1.10.1 - AIR SHOWS	0
C1.10.2 - BIG BEAR LAKE FESTIVALS OF MUSIC	0
C1.10.6 - FLEET WEEK SD	0
C1.10.9 - SEABEE DAYS	0
SUM:	0

- 1.5 From the Activity Driver pull-down menu (B), the user should select the activity driver for which he/she is responsible (in this example, it is the **# of Labor Hours...**). This driver example corresponds to the number of hours consumed to provide Refuse/Garbage disposal services.

- 1.6 Click on the **Select/Deselect Customers (C)** button to setup the appropriate Customer list for the Activity Driver. Select from Internal or External Customers **(D)**.

ActivityDriver : # of Labor Hours - SD.03.1.4.3.3- Provide Refuse/Garbage Dspsl - Trsh/Wste Rcycling

Select Customers

Step 1: Select the Customer from the drop down. **Step 2:** Please select/deselect the Customers from the list below. **Step 3:** Click on 'Submit Selection' button to save your entries.

Reset Selection

Search Customer

Submit Selection

Customer Type

Please Select Customer Type

Please Select Customer Type

C1 - EXTERNAL CUSTOMERS

C2 - INTERNAL CUSTOMERS

D

- 1.7 Select a Base from the Location drop down menu.

ActivityDriver : # of Base Events-OK

Select Customers

Step 1: Select the Customer from the drop down. **Step 2:** Please select/deselect the Customers from the list below. **Step 3:** Click on 'Submit Selection' button to save your entries.

Reset Selection

Search Customer

Submit Selection

Customer Type

C2-INTERNAL CUSTOMERS

Location

Please Select a Command

Please Select a Command

Okinawa

Sasebo

Atsugi

Misawa

Internal and External Customers

Many Base Operating Support (BOS) activities are performed to support personnel performing other BOS activities within the Region, for example, management, HR, finance, etc. If an activity cannot be assigned to an external customer, then select Internal Customers. When Internal Customers have been selected, the user needs to determine for whom the activity was performed. Internal customers for each base will appear. If the activity is being performed for another Command that does not belong to the Region, select External Customers (see below). Some activities may have a mixture of customers, for example, Provide Clinical Counseling Services may have internal customers as well as external customers such as shipboard personnel. If the activity is performed for a ship, submarine, or another command or tenants that don't solely report to the Region (USS Frank Cable, Bank of Guam, etc.), then select External Customers. A list of external customers will then appear.

The set of external customers is broken into subsets. The choices are:

- a. Home Ported Ships;
- b. Home Ported Submarines;
- c. Visiting/Other Ships and Submarines (e.g., Military or Non-Military);
- d. Home Ported Squadrons;
- e. Other Aircraft (e.g., Military or Non-Military);
- f. Tenant Commands;
- g. Non-Tenant Customers (e.g., Military, Non-Military, Personnel);
- h. Events (e.g., July 4th, Thanksgiving, New Years Day).

Under each of the external customer types, a more detailed list of customers appears. Select the desired customers (**F**) and click on **Submit Selection** (**G**).

ActivityDriver : # of Berth Days - GU.01.2.1.1.2

Select Customers

Step 1: Select the Customer from the drop down. **Step 2:** Please select/deselect the Customers from the list below. **Step 3:** Click on 'Submit Selection' button to save your entries.

F →

C1 C1-EXTERNAL CUSTOMERS	
 Top	C1.1 <input type="checkbox"/> Select C1.1-Home Ported Ships
	C1.1.1 C1.1.1-GUAM
<input checked="" type="checkbox"/>	C1.1.1.1 C1.1.1.1-USCGC GALVESTON ISLAND (WPB 1349)
<input checked="" type="checkbox"/>	C1.1.1.2 C1.1.1.2-USCGC SASSAFRAS (WLB 401)
<input checked="" type="checkbox"/>	C1.1.1.3 C1.1.1.3-USNS CONCORD (T-AFS 5)
<input type="checkbox"/>	C1.1.1.4 C1.1.1.4-USNS FLINT (T-AE 32)
<input type="checkbox"/>	C1.1.1.5 C1.1.1.5-USNS KISKA (T-AE 35)

G →

After customer selections are made, enter the driver quantities beside each customer (**H**). Leave the quantity as zero if the customer did not receive service in the previous month.

Activity Driver Quantity Assignment

Activity Driver: # of Berth Days - GU.01.2.1.1.2 **Period:**
Aug-2003

Customers	Assignments
C1.1.1.1-USCGC GALVESTON ISLAND (WPB 1349)	<input type="text" value="20"/>
C1.1.1.2-USCGC SASSAFRAS (WLB 401)	<input type="text" value="5"/>
C1.1.1.3-USNS CONCORD (T-AFS 5)	<input type="text" value="0"/>
SUM:	25

H →

1.7 When finished, click on **Submit Assignments** (**I**) to save these quantities.

SUBSEQUENT ACTIVITY DRIVER QUANTITY ASSIGNMENTS

- 1.8 Once the initial Activity Driver Quantity assignment has been completed, the DCT will store the customers, activity drivers, and associated quantities entered in the previous month. If the quantities have changed, the user must enter new values and click on **Submit Assignments** to save these changes. If the metrics have not changed, the user should still click on **Submit Assignments** to validate the existing assignments.
- 1.9 The DCT will accept Activity Driver quantity assignment/validation at any time during the month. Activity Driver quantities are only required to be entered once a month (to cover the previous month), **Please note:** Activity Driver Quantity assignments will only have to be completed by a very small number of personnel. Most users will not have to complete this assignment.
- 1.10 If users login in more than once during the same period (e.g., on the 2nd and the 18th of the month) and enter new quantities, the customers and quantities entered for this assignment during the current login will overwrite those entered in prior login(s).